



# OFFICE OF THE CLERK/TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

**DRAFT**

## BOARD OF FINANCE MONDAY, MARCH 14, 2011

### MINUTES OF MEETING

Mayor Kiss convened the meeting of the Board of Finance at 5:10 p.m. with President Keogh, Councilor Paul, Councilor Wright, Mayor Kiss and Assistant CAO Goodwin present. Also present was Councilor Bushor; Director of CEDO-Larry Kupferman, and Assistant Attorney for City of Burlington-Richard Haesler.

#### 1. Agenda

The agenda was amended by adding the following item:

7. Method of Communication with Board of Finance

There being no other changes to the agenda, President Keogh made a motion to approve the agenda as amended, seconded by Councilor Paul. The motion passed unanimously.

#### 2. Approval of Board of Finance Minutes

The Board discussed the approval of the following minutes: January 6, 10, 13 20 and February 28, 2011. President Keogh made a motion to approve the minutes, seconded by Councilor Wright. The motion passed unanimously.

#### 3. CEDO – BEDI Grant & Section 108 Loan – Moran Project

Richard Haesler spoke on the resolution regarding BEDI Grant and Section 108 Loan for Moran Plant. In an effort to consolidate the various Board of Finance and City Council motions in one resolution, requesting the work that the Board of Finance and City Council have done so that CEDO may send this to the Section 108 officials at U.S. Department of Housing and Urban Development (HUD). President Keogh made a motion, seconded by Councilor Wright to adopt as a consolidated resolution for the City Councilor's consideration on the March 21 meeting. The motion passed unanimously.

#### 4. City of Burlington and Chittenden Solid Waste District

The Board reviewed a request from the Chittenden Solid Waste District (CSWD) for a short-term lease extension from January 15, 2011 through June 30, 2011. The District operates a composting facility at Intervale Road which will allow the storage of finished compost products.

All other terms of this lease will remain in effect other than item 8(c) where the words "spring of 2011" will be replaced by "summer of 2011". A motion was made by Councilor Paul, seconded by President Keogh to approve the short-term lease. The motion passed unanimously.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability. Persons with disabilities who require assistance or special arrangements to participate in programs and activities of the Clerk Treasurer's Office are encouraged to contact us at 865-7000 or 865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made.

**5. Burlington Electric Company – RFP for Removal of Ash**

John Irving spoke of the RFP for removal of ash. Mr. Irving spoke that there isn't any action or requirement that needs to occur for this proposal as the Burlington Electric Commission voted to approve the contract with Resource Management, Inc. for five years. This company was the most experienced with the City of Burlington and was the previous company that has removed the ash. If the City Council does not veto this within 30 days, it goes forward and is binding. No action is required. Mr. Irving came to the Board of Finance to see if there were any questions or concerns regarding this issue. The Board was in favor of this contract.

**6. Distribution of VT Community Foundation Acceptance/Budget Revision**

The Board discussed the acceptance of the disbursement of funds from the VT Community Foundation of \$13,623 to support acquisition of books and materials for the collections for Fletcher Free Library. President Keogh made a motion, seconded by Councilor Paul to accept this disbursement. The motion passed unanimously.

**7. Communications to Board of Finance**

President Keogh discussed the issue of communications with the Board of Finance. All questions that go to the Board of Finance should be asked to all and not a one-on-one dialogue. A policy should be adopted that everyone on the Board of Finance agrees with. Councilor Paul discussed the Administration's role in this policy. The Mayor discussed that if issues/questions should go through Board of Finance then his Administration should keep the Board of Finance informed of communications. Councilor Paul stated that if there is to be a rule for the Board of Finance, then all members of the Board of Finance should abide by this same rule. The Board did agree a process needs to be put in place and that this issue should be added to an agenda. A motion was made from President Keogh, seconded by Councilor Wright to have the Administration start a draft of this policy. The motion passed unanimously.

There being no further business of the Board, the meeting of the Board of Finance was then adjourned at 5:30 p.m.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability. Persons with disabilities who require assistance or special arrangements to participate in programs and activities of the Clerk Treasurer's Office are encouraged to contact us at 865-7000 or 865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made.